



## Reporting Time During the Holidays

### Eligibility for Holiday/Paid Leave Days

University rule number 3359-26-04 states:

*In order to qualify for holiday pay, an employee must be in an active pay status on regularly-scheduled work days both prior and subsequent to the holidays.*

Example: An employee who works 8 hours a day, Monday through Friday, must have 8 hours of active pay status on December 23, 2020, and January 4, 2021, to be compensated for December 24, 2020 – January 3, 2021. Employees retiring or whose contract ends on December 31, 2020, are entitled to the Christmas Eve and Christmas holidays and paid leave days through December 31, 2020, as long as they are in an active pay status on December 23, 2020.

Employees resigning their position must comply with the university rule; otherwise their last day worked will be considered their last paid day.

### Time Reporting in EmpCenter

#### FT Non-exempt (Hourly)

*Holiday hours will be automatically populated on the time sheet.*

- For employees who report time on more than one time sheet, it may be necessary to adjust the hours.
- For employees who are on unpaid leave the day before and/or the day after, the manager should zero out the Holiday hours

*Paid Leave days will **NOT** be automatically populated on the time sheet.*

Not worked:

- Employee/Timekeeper/Manager will enter **Additional Paid Leave** (PDL) paycode and hours on the time sheet on these dates (December 28, 29, 30 and 31).

Worked:

- Some University offices will be required to maintain normal operating hours to maintain essential services. If you are scheduled to work on one of the additional paid leave days, you will be entitled to use the additional paid time off on another day equal to the number of hours worked. Since the additional days off are not Board approved holidays, **time worked is not reported as overtime or compensatory time.**
- Employee will report hours worked as usual (Clock, Staff Regular Earnings). System will add an equal number of hours to the Extra Paid Days Off leave balance.

Use:

- When the employee takes a day off, they will use the **Worked Paid Leave** (WPL) pay code on the Time-Off Request which will decrement the Extra Paid Days Off bank balance. Hours must be used by June 30, 2021.

### See page 3 for Additional Information for Bargaining Unit Employees

#### PT Non-exempt

*Holiday hours will **NOT** be automatically populated on the time sheet.*

- PT non-exempt employees who normally work on the day of the week on which a holiday is observed, Employee/Timekeeper/Manager will enter the **Holiday** paycode and hours on the time sheet on these dates.

*Paid Leave days will **NOT** be automatically populated to the time sheet.*

Not-worked:

- PT non-exempt employees who normally work on the day of the week on which a paid leave day is granted, Employee/Timekeeper/Manager will enter the **Additional Paid Leave** (PDL) pay code and hours on the time sheet on these dates.

Worked:

- PT non-exempt employees who normally work on the day of the week on which a paid leave day is granted, Employee/Timekeeper/Manager will use the **Extra Paid Days Off – ADJ** pay code to add hours to the Extra Paid Days Off leave balance. Employee will report actual hours worked as usual (Clock, Staff Regular Earnings).

Use:

- When the employee takes a day off, they will use the **Worked Paid Leave** (WPL) pay code on the Time-Off Request which will decrement the Extra Paid Days Off bank balance. Hours must be used by June 30, 2021.



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### Intermittent PT Non-exempt

Not worked:

- N/A

Worked:

- Employee is paid for hours worked. No additional paid time off is accrued.

### Exempt (Salaried)

Not worked:

- N/A

Worked:

- Timekeeper/Manager will use the **Extra Paid Days Off - ADJ** pay code to add hours to the Extra Paid Days Off bank balance.
- When the employee takes a day off, they will use the **Worked Paid Leave (WPL)** pay code on the Time-Off Request which will decrement the Extra Paid Days Off bank balance. Hours must be used by June 30, 2021.

**See the Extra Paid Days Off job aid on the EmpCenter training web site at <http://www.uakron.edu/training/empcenter.dot> for more information.**

Please contact one of the Payroll Staff if you have questions.

<u>If your last name begins with:</u>	<u>Contact</u>	<u>Ext.</u>
A – Fe	Susan Allshouse	6759
Fi – Ln	Carla Corsaro	6555
Lo – R	Ruth Roberts	2311
S – Z	Annemarie Crouse	6553
Assistant Payroll Manager	Sandy White	6569



## Reporting Time During the Holidays

### Additional Paid Days Off Bargaining Unit Guidance

- **CWA Scenario One: Additional Paid Day off - Call In**  
Employee is called in for two hours on 12/28 (APD). Per Article 13, employee gets paid four hours of straight time as that is greater than two hours actually worked of overtime pay. They also get two hours added to their bank to use at a later date. **The Additional Paid Leave hours are adjusted down to 6 hours.**
- **CWA Scenario Two: Additional Paid Day off - Call In**  
Employee is called in for five hours on 12/28 (APD). Per Article 13, employee gets paid five hours at overtime rate as that is greater than four hours straight time. They also get five hours added to their bank to use at a later date. **The Additional Paid Leave hours are adjusted down to 3 hours.**
- **CWA Scenario Three: Additional Paid Day off - shift greater than eight hours**  
Employee is asked to work regular 10 hour shift on 12/28 (APD). Employee is paid for 10 hours worked at regular straight time rate. They also get 10 hours added to their bank to use at a later date.
- **FOP Scenario One: Additional Paid Day off - Call in**  
Employee is called in for two hour minimum, per Article 32. They are paid straight time for those two hours. They get two hours added to their bank to use at a later date.
- **FOP Scenario One: Additional Paid Day off - Call in**  
Employee is called in for five hours which is greater than two hour minimum, per Article 32. They are paid straight time for those five hours. They get five hours added to their bank to use at a later date.
- **FOP Scenario Three: Additional Paid Day off - shift greater than eight hours**  
Employee is asked to work regular 10 hour shift on 12/28 (APD). Employee is paid for 10 hours worked at their regular rate of pay. They also get 10 hours added to their bank to use at a later date.

If any of these scenarios result is overtime at the end of the week, then the departments will follow normal contract language, board rules and FLSA to determine extra pay or comp time.